



FREDERICK COUNTY, MARYLAND  
STAFF REPORT CONCURRENCE FORM

To: Office of the County Executive

Date: November 10, 2015

Through (Name of Div. Dir.): Charles Nipe, Director, Division of Public Works

From (Name & Division): Jason Stitt, Office Chief, Division of Public Works

Phone #: x12932

Staff Report Topic:

Budget Transfer for Rehabilitation of Lewistown Road Bridge No. F20-04 over Fishing Creek

County Funds Requested/Required? Yes ☒ \$ 283,000.00

No ☐

Action Requested:

Information Only ☐

Requires County Executive's:

Approval ☒

Signature ☐

\*\*\*Please remember to flag all pages that need to be executed by the County Executive.\*\*\*

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NOV 20 2015

Office of  
Administrative Officer

Staff Report Review:

This staff report has been thoroughly reviewed first by the appropriate divisions/agencies noted on Page 2 followed by those outlined below:

	Initials	Date	Comments Y/N (Page 2)
<input checked="" type="checkbox"/> Budget Office	<u>[Signature]</u>	<u>11.20.15</u>	<u>N</u>
<input checked="" type="checkbox"/> Finance Division	<u>[Signature]</u>	<u>11/20/15</u>	<u>N</u>
*****			
<input checked="" type="checkbox"/> County Attorney's Office	<u>[Signature]</u>	<u>11/20/15</u>	<u>N</u>
Refer to County Council? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> (If yes, requires County Executive's approval.)			
<input checked="" type="checkbox"/> Chief Administrative Officer	<u>[Signature]</u>	<u>11/23/15</u>	<u>N</u>
*****			
<input checked="" type="checkbox"/> County Executive	<u>[Signature]</u>	<u>11/23/15</u>	
Approval to forward to Council? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			

For Office Use Only

Council Meeting Date: 12.1.15

Presenter: Consent Agenda

Public Hearing? Yes ☐ No ☒

Requires Council President's Signature? Yes ☒ No ☐

**Other Reviewing Divisions/Agencies:**

(Click **to** place a check mark in the following appropriate spaces.)

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
_____ Animal Control	_____	_____	_____
_____ Citizens Services	_____	_____	_____
_____ Community Development	_____	_____	_____
_____ Emergency Management	_____	_____	_____
_____ Fire & Rescue Services	_____	_____	_____
_____ Health Services	_____	_____	_____
_____ Human Resources	_____	_____	_____
_____ Interagency Information Technologies	_____	_____	_____
_____ Internal Audit	_____	_____	_____
_____ Parks & Recreation	_____	_____	_____
_____ Public Works	_____	_____	_____
_____ Utilities & Solid Waste Management	_____	_____	_____
_____ Volunteer Fire & Rescue Services	_____	_____	_____
_____ Other: _____	_____	_____	_____
_____ Other: _____	_____	_____	_____
_____ Other: _____	_____	_____	_____

**Elected Officials or Independent Agencies:**

	<u>Initials</u>	<u>Date</u>	<u>Comments Y/N</u> <u>(noted below)</u>
_____ Board of Education	_____	_____	_____
_____ Board of Elections	_____	_____	_____
_____ Board of License Commissioners	_____	_____	_____
_____ Frederick Community College	_____	_____	_____
_____ Frederick County Public Libraries	_____	_____	_____
_____ Sheriff's Office	_____	_____	_____
_____ Social Services	_____	_____	_____
_____ State's Attorney's Office	_____	_____	_____

**Comments:**

1. **From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. **From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

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3. **From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_

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4. **From:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# FREDERICK COUNTY GOVERNMENT


## DIVISION OF PUBLIC WORKS

Jan H. Gardner  
County Executive

Charles F. Nipe, Division Director

### MEMORANDUM

**To:** Frederick County Council

**From:** Charles Nipe, Director, Division of Public Works 

**Date:** November 10, 2015

**Subject:** Rehabilitation of Bridge No. F20-04 Lewistown Road Bridge over Fishing Creek  
Invitation for Bid: 16-030-CP  
Contract Number: C27703  
***Recommendation for Budget Transfer***

#### ISSUE

Should the Frederick County Council approve a budget transfer in the amount of \$283,000.00 in order to award the subject project?

#### BACKGROUND

The subject project is a County funded project that consists of the Rehabilitation of Bridge Number F20-04 Lewistown Road over Fishing Creek. The project includes removing the existing traffic barriers, installing new traffic barriers and end treatments, complete replacement and widening of the existing superstructure, rehabilitation and modification to the existing substructure that includes complete replacement of three (3) of the existing wing walls, and adjustment to the existing horizontal alignment with both full depth pavement reconstruction and milling/overlay being performed to the roadway.

Five (5) bids were received for this project on October 8, 2015, and the lowest bid in the amount of \$1,222,415.26 is from Kinsley Construction, Inc. The lowest bid amount is 7.9% over the engineer's estimate of \$1,132,976.00 prepared by Wallace Montgomery and Associates, Inc. Upon review of the lowest bid, staff has determined that it is reasonable for the construction of this project; however, a budget transfer is required to award this contract and to fund the estimated remaining project costs. The cost proposals for all bidders on this project are summarized in the table below:

Rank	Contractor	Total Bid
1	Kinsley Construction, Inc.	\$1,222,415.26
2	Concrete General, Inc.	\$1,225,177.50
3	Belfast Bridge and Restoration, LLC	\$1,230,772.02
4	Corinthian Contractors	\$1,307,202.60
5	Anchor Construction Corporation	\$1,368,381.25

The current project account balance is \$1,203,030.00. Other remaining project costs for project management, construction period design services, materials testing, construction inspection, and a 7% contingency are estimated at \$263,615.00. Total budget required for the construction contract

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and other estimated remaining project costs is \$1,486,030, requiring a budget transfer of \$283,000.00.

A budget transfer request to increase the project funding level by \$283,000.00 is attached to this memorandum for Council approval. The funding source for this budget transfer is the Unallocated Project account. After the budget transfer is completed, the project account balance will be \$1,486,030.00.

#### **ACTION REQUESTED**

OTE Staff requests approval of this budget transfer in the amount of \$283,000.00 in order to award Kinsley Construction, Inc. the contract for the Rehabilitation of Bridge Number F20-04 Lewistown Road over Fishing Creek and provide sufficient funding to complete the project.

#### **FUNDING INFORMATION**

Financial Implication:	No	Yes X
Existing Account Number	14-9899-C27703-CAPITAL	

Budget Transfer Required:	No	Yes X
Amount of Funding Requested:	\$283,000.00	

Attachments: Budget Transfer Form

cc: Project File

Robert Shen, P.E., Dept. Head, Dept. of Engineering & Construction Management *RS*

Jason Stitt, P.E., Chief, Office of Transportation Engineering *JS*

Tom Cashour, Project Manager, Office of Transportation Engineering *TC*

BT-14-118

DATE \_\_\_\_\_